

POLICY

99-02

DEPARTMENT COVERED: ALL MUNICIPAL DEPARTMENTS

SUBJECT: WORKPLACE HARASSMENT

**APPROVAL: _____
CHIEF ADMINISTRATIVE OFFICER**

DATE: JANUARY 1999

EFFECTIVE: IMMEDIATELY

POLICY STATEMENT

3.1 As an employer, the Municipality is mandated by law to provide a harassment-free work environment for all its employees. This mandate

is carried out by management, department heads, supervisors, managers, unit commanders, etc. The employer strives to provide a harassment-free work environment through education, raising employee awareness and appreciation of workplace harassment, and by dealing with situations of which it becomes aware. Any member of management who, knowing of harassment or who could reasonably be expected to know of harassment, fails to effectively deal with workplace harassment assumes responsibility for such action and will be subject to discipline for condoning the offensive behaviour.

- 3.2 The employer is liable for workplace harassment with which it does not deal effectively. The *Human Rights Act* of the Province of New Brunswick and the *Canadian Human Rights Act* make employers responsible for the harassing and discriminatory conduct of their employees. Therefore, when an employee files a complaint under the *Human Rights Act*, the employer becomes a co-respondent to the complaint. This policy recognizes the employer's responsibility.
- 3.3 Harassment in the workplace is a form of discrimination. It is unwelcome and unwanted. It affects the individual's ability to learn and work productively. It can be an expression of abuse of power, authority, or control and is coercive in nature. It is offensive, degrading and threatening. It affects not only the individual's ability to work and learn but self-esteem and sense of well-being as well.
- 3.4 Management is responsible to take appropriate preventive or corrective action and to put a stop to any harassment they are aware of, whether or not a complaint is filed. Failure to take appropriate action may result in disciplinary measures being imposed on management as well as the offending person.